



**Department of Energy**  
Germantown, MD 20874-1290

**MAR 28 1997**

**MEMORANDUM FOR:** DISTRIBUTION  
**FROM:** *Maryann Wallace*  
MARYANN WALLACE  
LEADER, RECORDS MANAGEMENT TEAM  
OFFICE OF INFORMATION MANAGEMENT  
**SUBJECT:** RM 97-22, DRAFT ADMINISTRATIVE  
RECORDS SCHEDULES 17 AND 18

Attached for comments and concurrence to issue are Administrative Records Schedules 17 through 18. Each schedule incorporates a General Records Schedule (GRS) of the same number.

Collectively, the attached schedules and all of the forthcoming Administrative Records Schedules (ADM) are organized to be consistent with the primary and secondary numbering of the General Records Schedules. Each ADM schedule has the same number as a counterpart schedule of the GRS. (For example: GRS 18, item 1, matches ADM 18, item 1.) Departmental records series have been inserted and numbered to be consistent with the related General Record Schedule's item numbers. Not all additional items inserted, however, are clearly related to the GRS item under they were inserted. Some of the additional items had to be inserted under an item number merely to keep the numbering consistent. For example, in the attached ADM Schedule 18, the DOE records series, "Security Infraction Card File," was inserted as item 7.1, following item 7, "Classified Document Container Security Files." The inserted item belongs in the first section of ADM-18, but it is not closely related to item 7. It was placed after number 7 because Item 8 had already been assigned.

Upon final issuance, each site (organization, office, or file station) should extract from the ADM schedules those items that are relevant to records series maintained at the site. The extracted items will evolve into "site specific" records schedules. To facilitate extraction, both draft and approved schedules will be placed on the Records Management Home Page (<http://www.metc.doe.gov/rm/>).



Please review the attached drafts recognizing that they are to be sent for formal review after incorporating any comments. Approval by the National Archives will then be requested. Within 45 days of the date of this memorandum, your comments and concurrence is requested either by fax at 301-903-4125 or electronic mail at [maryann.wallace@hq.doe.gov](mailto:maryann.wallace@hq.doe.gov). If you have any questions, please call me on 301-903-4353.

Attachment

**Addressees - Memorandum dated MAR 28 1997**

**Administrator, Administrative Division, APA**  
**Director, Information Resources Management Division, AL**  
**Manager, Information Services, BPA**  
**Director, Administrative Division, GO**  
**Assistant Manager for Administration, OH**  
**Director, Chief Information Office, ID**  
**Director, Information Systems Management Division, METC**  
**Director, Information Management Division, NV**  
**Director, Information Resources Management Division, OR**  
**Director, Information Resources Management Division, OAK**  
**Director, Classification and Control Division, OSTI**  
**Director, Information Resources Management Division, PETC**  
**Director, Site Management Division, RL**  
**Director, Information Management and Technology Division, SR**  
**Director, Records Management Division, SEPA**  
**Director, Division of Information Resources Management, SWPA**  
**Director, Information and Administrative Services Division, SPR**  
**Director, Information Resources Management, Yucca Mountain Project Office**

**cc:**

**Sharon Adams, Information Resources Management Division, OAK**  
**Cheryl Arrington-Kincaid, Chief Information Office, ID**  
**Robert Clonch, Jr., Information Resources Development and Support Div., METC**  
**Carol Franklin, Records Management Division, SEPA**  
**Dorothy Green, Information Management and Technology Division, SR**  
**Yvonne Grewe, Division of Information Resources Management, SWPA**  
**Teri Harris, Administrative Division, GO**  
**Linda Jarnagin, Site Management Division, RL**  
**Karen K. Hatch, Information Management Division, NV**  
**Patricia Kelly, Information Resources Management Division, PETC**  
**Francine Lamothe, Information and Administrative Services Division, SPR**  
**Georgette Lane, Operations Management Support Division, CH**  
**Lowell Langford, Classification and Control Division, OSTI**  
**Cathy Marciante, Information Resources Management Division, OR**  
**Beth McMahan, Contracts Surveillance/Administration, NPR in CO, UT, & WY**  
**Jill Nagode, Property and Information Management Division, RF**  
**Donald Nord, Office of Service Resources, WAPA**  
**David Penk, Records and Directives, BPA**  
**Kate Polesovsky, NREL**  
**Margarita Sexson, Information Resources Management Division, AL**  
**Debbie Westerman, Administrative Support Team, OH**  
**Cathy Wright, Albany Research Center**  
**Fran Young, Programs and Budget Branch, NPR in CA**  
**Maria Vignone, EM-14**

**Robert Ladesic, FE-122**  
**Curly Gilbert, FE-61**  
**James Buchanan, DP-44**  
**David Warriner, RW-1**  
**Kathy Ford, RW-15**  
**Robert Franklin, HR-5.2**  
**Mildred Rucker, PR-01**  
**Geoffrey Judge, EH-71**  
**Judy Sewell, EE-64**  
**John Weiner, EI-23**  
**Steve Scott, EH-15**  
**Jenise Fonville-Noels, IG-15**  
**T. J. Hopkins, CP-10**  
**J. Powers, FM-30**  
**A. Young, EM-123**  
**B. Brooks, EH-62**  
**D. Jones, NN-512**  
**E. Beavers, EH-72**  
**FE-1**  
**Gary Olson, NE-60**  
**Anne Marie Bird, West Valley Area Office**  
**Ruth Fullwood, CR-3**

Addressees - Memorandum dated **MAR 29 1997**

Frances Musgrove, AB-1  
Laura Brown, CI-10  
Ruth Fulwood, CR-3  
Lorretta D. Bryant, DP-542.2  
Lavon Pilson, ED-1  
Judy Sewell, EE-64  
David Anderson, EH-7  
Ruth C. Wells, EI-23  
Maria Vignone, EM-141  
Nancy White, ER-622  
Linda Simons, FE-10  
Heather Whitman, FM-20  
Claude Barnes, GC-90  
Marcia B. Carlson, HG-13  
Betty A. Hudson, HG-50  
Gregory Bettwy, HR-1  
Becky Arndt, HR-2.1  
Donna Crutchfield, HR-3  
S. Wiard, HR-4  
Sandy Dentinger, HR-4.3  
Mildred Rucker, HR-5.2  
Marolyn W. Hester, HR-6.1  
Shirley Cambrel, HR-71  
Doris Lucas, HR-8.3  
Ronnell L. Fields, HR-82  
Laura Wong, HR-84  
Mary Ann Smith, HR-85  
Jenise Fonville-Noels, IG-15  
Salley Aycock, MD-1  
Maxine Clipper, NE-10  
Marilyn Davis, NN-10  
Loretta Lanier, NN-20  
Doug Downen, NN-40  
Kathy Murphy, NN-50  
Wade Townsend, NN-60  
Laura Brown, PA-1  
Nicole L. Chesley, PO-3  
Susan E. Seweryniak, QM-1  
Kathy Ford, RW-12  
WT-1